

Dear LLF Parents:

Lewis Little Folks is offering automatic electronic tuition payments for parents through the Century Federal Credit Union.

To participate in this program, you will need to have an account with the Century Federal Credit Union. Your tuition will be drawn from this account and deposited into the Lewis Little Folks account. You can go the Credit Union to open an account for this transaction if you do not currently have an account there. The Credit Union can also assist you in transferring money from another financial institution into a Credit Union account to participate in this program.

Once you have a Credit Union account, you will need to fill out an "Automatic Tuition Transfer Form". This form can be obtained from the office at Lewis Little Folks. LLF will then process this form with the Credit Union. You will be notified by LLF as to the exact date that your tuition will begin to be deducted and from your account. From that point on, this deduction will take place every other Tuesday and will pay for two weeks' tuition. The amount that will be deducted will be written on this form. Lewis Little Folks then receives a print out from the Credit Union that states the parent's name and the amount deposited into the LLF account from each parent's account.

Please keep these important points in mind: If the amount of money to be transferred is not completely in the parent's account, no money will be transferred, and the tuition for that week will be considered late. Parents will be notified if this happens, and will be held responsible to pay for that week's tuition and late fee with a check. Also, vacation rates and any other periodic changes in tuition will not be changed on this tuition transfer. Instead, LLF will keep track of the credit to your account on our records. You can then notify LLF as to when you would like to be reimbursed by check for your credit. To change the amount of money you wish to be transferred on a regular basis, you will need to fill out a new "Automatic Tuition Transfer Form" to be processed again with the Credit Union.